[Your name]

[Your phone number]

[Your email address]

[Optional: City, State, ZIP]

[Date]

[Employer’s name]

[Employer’s mailing address]

[Insert greeting],

[The first sentence should include your name and the role you intend to apply for. Use the second and third sentences to tell the employer why you’re applying to the job, highlighting your relevant strengths and skills. In the last sentence, express your excitement and appreciation for the opportunity.]

[In the first sentence of your second paragraph, introduce your most recent professional title and overview of your accomplishments and job responsibilities. In the second and third sentences, select your most relevant and impressive achievement and explain the impact you were able to produce. Use numbers to quantify your successes whenever possible.]

[In the first sentence of your third paragraph, provide an overview of what makes you uniquely qualified for the role. In the second and third sentences, support your claim with specific examples from previous professional or educational experiences. Again, use numbers to quantify your successes whenever possible. If your resume needs any clarification, such as a career gap or career transition, explain it in this paragraph.]

[In the first sentence of your closing paragraph, express gratitude and excitement for the opportunity. Use the second and third sentences to explain why you are a good fit by summing up your qualifications as they relate to the position. Finally, express your interest in moving forward in the hiring process.]

[Closing statement],

[Signature]